

MASTER AGREEMENT

**DICKINSON-IRON INTERMEDIATE
BOARD OF EDUCATION**

AND

**DICKINSON-IRON INTERMEDIATE
SCHOOL DISTRICT
ESP II ASSOCIATION/MEA/NEA**

2010-2012

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ARTICLE 1

Agreement

This agreement is made and entered into this 1st day of July, 2010, by and between the Dickinson-Iron Intermediate District Board of Education, hereinafter referred to as the “Board” or “Employer” and the Dickinson-Iron Intermediate School District Special Education Aides, Technical Education Paraprofessionals, Early Childhood Assistant/Associate Classroom Coordinators and Early Childhood Lead Classroom Coordinators “DIISD ESP II”/MEA-NEA hereinafter referred to as the “Association” or “Union” or “DIISD ESP II”.

PREAMBLE

WHEREAS, the Board and the Association recognize their rights and obligations pursuant to the Michigan Public Employment Relations Act, Act No. 336 of the Public Acts of 1947 as amended; and

WHEREAS, the Board and the Association have entered into good faith negotiations and reached Agreement upon wages, hours and other terms and conditions of employment; and

WHEREAS, both the Board and the Association desire to establish cooperative and harmonious labor relations founded upon a mutually agreeable contractual relationship;

THEREFORE, the Board and the Association do hereby set forth and record this Master Agreement as their express and entire contractual commitment.

ARTICLE 2

Recognition

A. Bargaining Unit Defined

The Board hereby recognizes the Association as the sole and exclusive bargaining representative as defined in Section II of Act 336, "The Public Employment Relations Act" as amended, for all employees, who are within the appropriate bargaining unit described and defined as: all full-time and regular part-time Special Education Aides, Technical Education Paraprofessionals, Early Childhood Assistant/Associate Classroom Coordinators and Early Childhood Lead Classroom Coordinators but excluding the secretary to superintendent, school services, custodians, head maintenance, certified occupational therapist assistant, certified physical therapist assistant, systems operator, substitutes, supervisors and all other employees.

B. Employees

Unless otherwise indicated, use of the term "employee" or "bargaining unit member" hereinafter in this Agreement shall refer to all members of the above defined bargaining unit. Any new employee hired to fill a position that falls into one of the categories of the Recognition Clause will be instructed at the time of hire that the position is an Association position and that the terms and conditions of Article 3, Professional Responsibility, of this agreement shall prevail for the position after completion of the probationary period. This provision would require either membership in the Association or the payment of a Service Fee as a condition of employment. New employees are probationary for a period of ninety (90) workdays and are not covered by the provisions (other than wages and health insurance) of this contract. If employment is continued, terms and conditions of this agreement begin on the ninety-first (91st) workday. Any days taken for sick, vacation or personal leave are not counted in the number of probationary days.

ARTICLE 3

Association Security and Dues

A. Membership

Membership in the Association is voluntary and shall comply with all State and Federal regulations in accordance with the terms and conditions found in this Article.

B. Dues or Service Fees

All employees included in the Recognition Clause shall pay dues or service fees in compliance with all State of Michigan and Federal regulations that apply.

C. Dues Deductions

The Board agrees to:

1. Deduct appropriate and applicable Association dues or service fees;
2. Such deductions shall be established in accordance with applicable laws and regulations;
3. All applicable dues or service fees shall be transferred to the Association or its designee, provided each member authorizes the Board to deduct dues or service fees on the MEA membership form.
4. The Association will give written notification annually to the DIISD indicating their officers prior to the start of the school year or within 30 days of a change.
5. The Employer shall notify the Association Treasurer of all newly hired employees.

D. Certification of Dues

The Dickinson-Iron Intermediate School District ESP II/MEA-NEA shall certify to the Board in writing the current rate of membership dues for the Association named above. If said Association shall change the rate of its membership dues, the Dickinson-Iron Intermediate School District ESP II shall give the Board thirty (30) workdays written notice prior to the effective date of such change. Additionally, the Association shall certify to the Board in writing the current service fee for the Association named above. If the said Association shall change the rate of its service fee, the Dickinson-Iron Intermediate School District ESP II/MEA-NEA shall give the Board thirty (30) workdays written notice prior to the effective date of such

change.

E. Failure to Authorize

Each ESP II bargaining unit member shall, as a condition of employment, (1) on or before thirty (30) days from the first day of active employment or the effective date of this Agreement, whichever is later, join the Association, or (2) pay a service fee to the Association, pursuant to the Association's "policy regarding objections to political-ideological expenditures" and the administrative procedures adopted pursuant to that policy. The service fee shall not exceed the amount of Association dues collected from Association members. The ESP II bargaining unit member may authorize payroll deduction for such fee. In the event that the ESP II bargaining unit member shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the Employer shall, pursuant to the MCLA 408.477; MSA 17.277 (7) and at the request of the Association, deduct the service fee from the ESP II bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each ESP II bargaining unit member. Monies so deducted shall be remitted to the Association, or its designee, no later than twenty (20) days following deduction. The procedure in all cases of non-payment of the service fee shall be as follows:

1. The Association shall notify the Employee of non-compliance by personal service and/or certified mail, return receipt requested, and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for wage deduction may be filed with the Employer in the event compliance is not affected.
2. If the Employee fails to remit the service fee or authorize deduction for same, the Association may request the Employer to make such deduction pursuant to the opening paragraph above.
3. The Employer, upon request for involuntary deduction, shall provide the Employee with an opportunity for a due process hearing limited to the question of whether or not the Employee has remitted the service fee to the Union or authorized payroll deduction for same.
4. The Employer and Association may mutually agree, in writing, to withhold, and/or suspend involuntary wage deduction, and/or to place any involuntary wage deductions in an escrow account pending any legal challenges. Pursuant to *Chicago Teachers Union v Hudson*, 106 S

CT 1066 (1986), the Association has established a “policy regarding objections to political-ideological expenditures.” That policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-union ESP II bargaining unit members who chose not to belong to the Union. The remedies set forth in that policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim, or complaint by an objecting ESP II bargaining unit member concerning the applications and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure. Due to certain requirements established in court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid-school year. Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association notification to non-members of the fee for that given school year.

In the event that such an authorization is not signed and returned to the school business office by the end of the probationary period, or a Service Fee is not paid directly to the Association, the Employer shall, upon written request by the Association, deduct the Service Fee from the bargaining unit member's wages and remit same to the Association, only after a meeting between a business office representative and the employee, pursuant to MCLA 408.477, MSA 17, 17.277 (7).

F. Notification

The Board agrees to send or present each newly hired employee with a copy of the current Master Agreement along with the individual employee contract.

G. Deductions

Deductions referred to in Section C above shall be made in 20 equal installments or prorated installments based on date of hire. Upon appropriate written authorization from the bargaining unit member, the Board shall deduct from the wages of any such bargaining unit member and make appropriate remittance

for Financial Service programs and annuities, insurance programs not fully Board-paid, financial institutions savings bonds, charitable donations, contributions or any other plans or programs jointly approved by the Association and the Board, but not more than the computer payroll program allows. No later than the thirtieth (30th) workday following the opening day of school, the Board shall provide the Association with a list of those employees who have not authorized the Board to make deductions for membership dues or service fees for negotiation and administration of this Agreement.

H. Legal Defense

In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend against such action, at its own expense and through its own counsel. The Association shall have complete authority to settle all claims which it defends under this section in cooperation with the Board. The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer, including the Board, wholly or individually, and/or administration, wholly or individually, from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with this Article 3.

I. Discipline or Discharge

No non-probationary employee shall be disciplined without just cause. The term "discipline" as used in this Agreement includes written documented verbal warnings; reprimands; suspensions with or without pay. The grounds for discipline will be presented in writing to the bargaining unit member. The Board reserves the right in certain circumstances, depending on the nature of the unacceptable conduct at issue, to determine that a first offense could be one for which the staff members could be discharged. Accordingly, the nature of the incident itself determines whether normal progressive steps of discipline are to be followed and the process accelerated at the discretion of the Board.

Written warnings or reprimands or suspensions will be given in the form of a formal letter with the full signature of the administrator taking the action. A copy of a written warning or reprimand or suspension shall be given to the bargaining unit member. This provision does not preclude the administration from making a record of a verbal warning to document a discussion of a problem prior to issuing a written warning.

An employee who wishes to take exception to a written disciplinary action must respond in writing and

shall present a copy of the letter to his/her appropriate administrator no later than five (5) business days following that date on which the discipline was imposed. Such response shall be placed in the employee's personnel file, together with a copy of the written disciplinary actions issued by the administration and/or Board. An employee who files as exception shall not be precluded from also seeking relief through the grievance procedure or other remedy.

A bargaining unit member shall be entitled to have present a representative of the Union during any meeting which will or may lead to disciplinary action by the Employer. When a request for such representation is made, no action shall be taken with respect to the employee for a maximum of twenty-four (24) hours or until such representative of the Union is present (whichever comes first). In serious cases the Board will advise the Association of the need for immediate representation. Should disciplinary action be likely to occur at a given meeting, the bargaining unit member shall be advised immediately of said possibility.

The concept of progressive discipline is acknowledged. Progressive discipline may include:

1. Verbal warning with written recap including signatures and dates by the employee and supervisor/administrator, following a discussion of the situation.
2. Written reprimand by Supervisor/Administrator.
3. Suspension with or without pay.
4. Dismissal for just cause.

The parties recognize that the severity of an offense may provide just cause for the acceleration of the above progressive discipline. The Board has the right to suspend with or without pay during the investigation or place the employee on paid or unpaid Administrative leave.

ARTICLE 4

Employee and Association Rights

A. **Right to organize**

Pursuant to the Michigan Public Employment Relations Act, as amended, the Board hereby agree that an employee as defined in Article 2, shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection.

The Employer undertakes and agrees that it will not discriminate against any bargaining unit member with respect to hours, wages, or any terms or conditions of employment by reason of his/her institution of any grievance, complaint, or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.

Nothing contained within this Agreement shall be construed to deny to any employee rights he/she may have under the Michigan General School Laws or other applicable State or Federal laws or regulations. The rights granted to bargaining unit members hereunder shall be deemed to be in addition to those provided elsewhere.

Non-discrimination

The Employer and the Union agree that it will in no way discriminate against or between employees covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, or qualified disability.

The Association and the Board feel that the private and personal activities of bargaining unit members outside the work site are their own concern provided:

1. Such private and personal activities are not the subject of legal investigation/intervention which would potentially be harmful or cause undue controversy to the DIISD.
2. Such private and personal activities do not adversely affect the work performance of the bargaining unit member.
3. Such private and personal activities do not reflect negatively on the DIISD and its programs.

B. Use of Facilities

The Association and its representatives shall have the right to use the school facilities for meetings when not conflicting with pre-scheduled activities, except during the employee's work day as stated in this contract. No charge shall be made for the use of the building. All arrangements for building use shall be made through the building administrator concerned or other authorized personnel. The Association will comply with DIISD Policy #7510 adopted in April 1997.

C. Equipment

The Association shall have reasonable use of office equipment. The Association shall pay for the actual cost of all materials and supplies incident to such use. Use of such equipment for Association business is not to take place during work time. No equipment shall be taken from the building without administration permission. Any use of school equipment including telephones, computers and internet will be consistent with the District's policies and acceptable use agreements.

D. Emergency Business

The duly authorized president or their designee in the absence of the president shall be granted time to transact official Association business during the workday only in case of emergency. Emergency is defined as Association business that cannot be conducted outside of the normal workday. No official shall leave his/her classroom or post without obtaining prior approval of the appropriate administrator.

E. Mail

The Association shall have the right to post notices of activities and matters of Association concern at designated bulletin boards in each building or facility to which employees may be assigned. The Board shall allow utilization of the present school mail delivery system for Association usage, consistent with the District's policies and acceptable use agreement.

F. Information

The Board agrees to furnish public records to the Association in response to reasonable requests for public information under the Public Employment Relations Act and the Freedom of Information Act. The Board also agrees to furnish information such as records concerning the district's financial resources and other such information as will assist the Association in preparing for grievance and negotiations. The Board will

furnish the Association president with the same agenda and public information attachments as is available for any citizen, as soon as it becomes available for distribution. The Board or its administrative designee may request relevant information from the Association.

G. Negotiations

Negotiations between the Association and Board shall not take place during the work day except with permission of both the Association and the Board.

H. Personnel Files

The Board and Association agree that all employment related use of Association member's personnel file(s) shall comply with State and Federal laws, rules, and regulations that apply, and specifically the Freedom of Information Act. Written permission must be obtained from an employee before the Association has access to their personnel file. Under the Public Employment Relations Act, however, employee medical records shall not be provided to the Association without a completed HIPPA compliant authorization. If an Association request for a member's personnel file is made under the FOIA, the employee will be notified. An employee will have the right to review the contents of all records of the Employer pertaining to said employee originating after initial employment, and to have a representative of the Union accompany him/her in such review.

Complaints originating after initial employment will not be placed in an employee's personnel file unless the employee has had an opportunity to review the material. All adverse material, with the exception of items barred through PA 189, shall be kept in the personnel file for up to 4 years at the discretion of the employer pursuant to the Employee Right to Know Act, MCL 423.501.

I. Assault of Employee

Any case of assault upon an employee and/or an employee's property shall be promptly reported to the Employer. The Employer shall promptly render all reasonable assistance to the employee, when possible, to prevent injury and loss of property.

J. FOIA Request

In the event that the District receives a FOIA request for the personnel file(s) of any ESP II bargaining unit member, or any portion thereof, the District shall immediately provide the following to the affected ESP II bargaining unit member and to the Association President:

1. A copy of the FOIA request;
2. The District shall take the maximum time allowable by law to respond to a FOIA request to allow the ESP II bargaining unit member and/or Association the opportunity to take whatever legal action is available to bar disclosure of any or all of the requested document(s).
3. One copy of the response will be provided.

All student communications obtained by an employee and all student record information shall not be disclosed by the employee unless said employee is authorized to and except to those persons so authorized by law or federal or state regulation and district policy.

K. Ownership/Intellectual Property Rights

All property and copyrightable work of any type or nature whatsoever prepared solely or in collaboration with others by employees within the course of their employment by the Board is the property of the Board. No syndications or sale of the copyrightable material may be made by the employee without the express release of all creators and the Board. For the mutual protection of the Board and the Association, ISD equipment, property, and/or materials are not available for private enterprise at any time, and shall not be disclosed, transferred or donated for use outside the ISD, without written permission of the Superintendent or designee. The Employer hereby agrees to defend, indemnify, and hold the bargaining unit member harmless against any and all claims, demands, causes of action, and judgments (including reasonable attorneys fees) arising out of the Employer's use of the materials.

ARTICLE 5

Rights of the Board

A. Authority

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Laws of the State of Michigan and the Federal Government of the United States. Except as stated by this Agreement, all the rights, powers, and authority the Board had prior to this Agreement are retained by the Board. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include by way of illustration and not by way of limitation, the right to:

1. Executive management and administrative control of the school district, its properties, equipment, facilities and operations;
2. Hire all employees, determine their qualifications and the conditions for their continued employment, evaluate their performance, and direct the activities and work of its employees;
3. Assign, transfer, promote, demote, discipline, suspend and/or discharge employees;
4. Determine the size of the work force, positions of employment, job descriptions, and whether to expand or reduce the work force and/or create, eliminate or modify positions of employment;
5. Establish, continue or revise policies and/or rules and regulations regarding the conduct and behavior of its employees, the manner and method of performing work and the procedures for administering and accounting for employee attendance and use of benefits;
6. Establish, modify, change, reduce or cancel any work hours, work days, business hours, business days, school days, and/or school schedules, calendars and hours of operations;
7. Determine the services, supplies and equipment to conduct its operation, including the

distribution thereof.

8. Determine the standards of operation and performance and determine the means, method and processes of performing and/or accomplishing the work to be done including the assignment and distribution of tasks and work among the work force of the school district, contracting with any other person or business entity and/or the use of volunteers.
9. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions, or subdivisions, or other facilities.
10. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations and determine the size of its administrative organization, its functions authority, amount of supervision and table of organization.

The matters contained in this Agreement and/or exercise of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement without the mutual consent of the parties. The failure of the Board to exercise any of the rights enumerated herein during the term of this Agreement is not considered a forfeiture of such rights.

The exercise of the foregoing powers, rights, authority, and responsibilities by the Employer, the adoption of policy, rules, regulations, and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and expressed terms of this Agreement provided such specific and expressed terms are in conformance with the Constitution and laws as amended of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE 6

Grievance Procedure

A. Definition

Employee(s) or the Association may file a grievance if the employee(s) claim there has been a violation of the provision(s) of the agreement. Such claim of a violation will be processed as hereinafter provided.

B. Levels

Informal Level 1:

The affected employee(s) or the Association shall request and conduct a meeting with the immediate supervisor, does not refer to Lead Teacher or Center Director, and department director in an effort to resolve the complaint within ten (10) business days following the alleged violation of a provision(s) of this agreement. Business days are defined as the days the main office building of the DIISD is open for business. The Association shall be notified by the grievant and a representative thereof be present if available with the employee(s) at such meeting. If the grievant or Association's satisfaction is not met with the result(s) of the meeting, he/she/they may formalize the complaint in the form of a written grievance within five (5) business days of the meeting.

Formal Level 2:

The written grievance shall be forwarded to the Superintendent within five (5) business days of the meeting conducted in Level 1. The grievance shall contain a description of the alleged contract violation including the contract article(s) the section(s) and the provision(s) allegedly violated. Within fifteen (15) business days after the written grievance has been so submitted, the Superintendent, or his/her designee, shall meet with the Association on the grievance. The Superintendent, or his/her designee, shall, within five (5) business days after the conclusion of the formal Level 2 meeting, render a written decision thereon with copies to the affected grievant and the Association.

Formal Level 3:

If the grievant or Association is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition has been made within five (5) business days of the formal Level 2 meeting, the grievance shall be transmitted to the Board by filing a written copy thereof with

the secretary or other designee of the Board. The Board, or a committee thereof, no later than its next regular meeting, or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance with an Association representative. Disposition of the grievance, in writing, by the Board, or Board committee, shall be made no later than seven (7) business days after the hearing to the grievant(s) and the Association.

Formal Level 4:

If the Association is not satisfied with the disposition of the grievance by the Board at Level 3, or if no disposition has been made within the period provided above, appeal may be taken to an impartial arbitrator, provided the grievance involves a violation of a provision(s) of this Agreement. Such appeal, to be effective, must be taken within fifteen (15) business days of receipt of the answer from Level 3 of the grievance. The parties agree to utilize the services of the American Arbitration Association. The arbitrator shall be limited to deciding whether the Board has violated the expressed provisions of the agreement as written, and the arbitrator's award shall be final and binding upon the parties. In addition to other restrictions in this Article, the arbitrator shall have no power to;

1. Add to, subtract from, or otherwise modify the expressed terms and conditions of this Agreement.
2. Rule on an issue barred from the scope of the grievance procedure.
3. Establish wage scales.
4. Rule on any matter involving a probationary employee including but not limited to the termination of services or failure to re-employ any probationary employee for other than contract procedural violations.
5. Issue a back pay award for any amount in excess of lost hourly pay rates nor for a period to exceed twenty (20) days prior to the date the grievance was filed.
6. Rule on an issue involving employee evaluations.
7. Interpret law or issue a ruling on a subject where there is a procedure prescribed under law for seeking relief (e.g. Wage and Hour, E.E.O., M.E.R.C., etc.).
8. Rule on an issue involving the content of an employee's evaluation.

The fees and the expenses of the arbitrator shall be paid by the loser as determined by the arbitrator.

ARTICLE 7

Continuity of Operations

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. The Association shall not, directly or indirectly, engage in or assist with any strike in the District as defined by Section I of the Public Employment Relations Act. The Board agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act. The Board may pursue other legal remedies related to violation of this paragraph.

B. When an act of God, or a Board directive, forces the closing of a school or other facility of the Board, the bargaining unit members working in that particular building or location shall be excused from reporting to that facility without loss of pay. If the District/Department/Program(s) that the employee is assigned to is required to make up the day/time because of program mandates, those employees shall be required to work, with or without pay, and this provision shall not be grievable. If it is necessary to send students home on a given day, it will be the prerogative of the administration to determine if bargaining unit members will be released immediately or within a reasonable amount of time.

C. Notification of Closure

If it is necessary to close school in the event of severe inclement weather, or when otherwise prevented by an act of God, notification will be through radio stations WMIQ and WJNR-FM of Iron Mountain and radio station WIKB of Iron River. When the ISD program/ assignment of the ESP II bargaining unit member for that day is canceled and/or closed due to the above conditions, employees will not be required to report for duty.

ARTICLE 8

Negotiations Procedure

A. Negotiation Time

A reasonable time prior to the expiration of this Agreement, upon request of either party, negotiations will be undertaken for an Agreement covering at least the next contractual year.

B. Negotiations

Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations. A final agreement shall be executed with ratification by the Association and the Board of Education.

C. Agreement

There shall be two (2) signed copies of any final agreement. One (1) copy shall be retained by the Board and one (1) by the Association. Copies of this Agreement shall be printed at the expense of the Board, within thirty (30) days after the Agreement is signed, and presented to all bargaining unit members now employed or hereafter employed by the Board. In addition, the Board shall provide the Association with five (5) copies of the Agreement without charge to the Association.

The Association president shall have access to a copy of the District's current policy manual.

ARTICLE 9

Work Year, Work Week, Work Day

A. Work Year

The work year for all bargaining unit members shall be determined by the Board with break periods, holidays, and school vacations and dependent on the needs of the ISD program. The normal work year shall be July 1 through June 30.

B. Work Week/Work Day

The work week and work day shall annually be determined by the Board. The work week for all bargaining unit members shall consist of a seven day calendar period of Friday through Thursday for purpose of payroll except as may be interrupted by a holiday, paid or unpaid leave, or other break pursuant to this Agreement.

Base contractual hours will be set and sent to the employees no later than ten (10) working days after the start of the employee's school year. Any change in base contractual hours will be revised in writing within ten (10) working days of the change and a copy given to the employee.

C. Lunch Periods

Lunch periods and breaks shall be scheduled and approved by the appropriate supervisor. Lunch periods may be paid or unpaid depending upon department requirements as in the past. Any bargaining unit member assigned and performing work duties during their lunch period will receive their regular rate of pay.

D. Emergency Call-In

A minimum of one (1) hour shall be credited to an employee called in for an emergency situation, even if less time is worked by the employee. In such an emergency situation, the employee will only be required to deal with the emergency situation, with minimal other duties, if required.

E. In-Service

In-service training opportunities shall be offered to all employees as determined necessary by the Administration to fulfill the requirements of their job.

F. Overtime

Prior administrative approval is required for all overtime options and requests.

1. Overtime, above 40 hours, of actual work time (excluding pay for time not worked) in a given week shall be compensated: a) at the rate times one and one-half (1 ½) of regular hourly pay or b) in lieu of monetary overtime compensation, a bargaining unit member must provide a written request for receiving prior administrative approval of overtime (over 40 hours per week) in order to receive compensation time off at a rate of not less than one and one-half (1 ½) hours for each hour of employment for which overtime is to be compensated.
2. Any time worked over contract hours (40 hours or less) shall be compensated for a) at straight hourly rate of pay or, b) straight compensatory time at the employee's choice.

All compensated time as described in #1 and #2 will be paid or used prior to the next payroll period.

G. Flex Time

Flex time will be granted to the ESP II bargaining unit member for all required work duties performed outside of the normal scheduled workday according to their job description, with prior approval from the appropriate administrator (such as home visits, parent meetings). Flex time shall be reported to the appropriate administrator and will be utilized only after flex time is earned and must be utilized within the next two week pay period.

H. Compensation

All compensation should be spread over nineteen (19)/twenty (20)/twenty-one (21) or twenty-four (24)/twenty-five (25)/twenty-six (26) pay periods at the bargaining unit member's option on a bi-weekly basis. The bargaining unit member shall notify the district of their choice of pay periods on a form provided by the district before the first payroll of the school year. Once the nineteen (19)/twenty (20)/twenty-one (21) or twenty-four (24)/twenty-five (25)/twenty-six (26) pay period has been elected by the bargaining unit member, he/she shall continue with the option selected for the remainder of the year. Newly hired employees shall select the option upon being hired.

Pursuant to any applicable wage and hour requirements, an employee may only elect to spread their pay over 24/25/26 pay periods when their minimum hourly rate paid out in the bi-weekly period does not fall below the legislated minimum wage in place at the time of the pay period.

I. Emergency Assignments

Emergency assignments are defined as immediate and unforeseen activities which are subject to very limited district timelines or deadlines, as determined by administration and issued with prior administrative approval. Emergency assignments may occur during the school year and may be assigned by the administration as determined by the acute needs of the district. Emergency assignments may be assigned up to a limit of 2.5 hours in any given work week. Emergency assignments accepted by a bargaining unit member will not constitute credit toward additional or increased insurance benefits or eligibility. The provisions of this section are not grievable.

ARTICLE 10

Conditions of Employment

A. **Miscellaneous**

1. Any employee working in more than one (1) classification or holding two (2) part-time positions within one (1) classification shall have a determination made at the start of each year and defined in their employment contract, as to their primary and secondary job classification and department classification. Primary job classification is defined as performance of duties within a specific job description for more than 50% of their normal workweek. Secondary classification is defined as performance of duties within a specific job description for less than 50% of their normal workweek. The employee shall receive pay according to the appropriate rate of pay within their primary departmental job classification and related job description for all work performed.
2. No employee shall be required to work in a facility alone beyond normal working hours or during any period when the building is normally closed.
3. Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well being based on state and federal OSHA standards.
4. Proper training and instruction in regard to the operations of equipment and job-required tasks including proper lifting procedures, administration of medicines, proper medical procedures, and disposal of dangerous substances will be made available to all employees.
5. The Employer shall support employees with respect to the maintenance of control and appropriate behavior management of students/children.
6. The Employer shall provide for reimbursement for the cost of licenses/certificates/physicals or the renewal of the listed licenses/certificates/physicals required for the bargaining unit member after initial hire which are required by the program. The following renewals are covered under this provision:

Special Education/Early Childhood Employees (if required)

- A. Renewal of CDA
 - B. TB test (health department)
 - C. Hepatitis B series
 - D. CPR & First Aid training
 - E. Chest X-ray if required and not covered by health insurance
7. The Employer shall provide insurance coverage for all employees that provide transportation, with prior administrative approval, for students in their private cars.
8. The Employer shall provide the proper forms and directives for all type of reimbursable expenses such as mileage for home visits, mileage for other approved purposes. All requests for reimbursement shall be submitted to the appropriate department office by the 15th day of the month following the month in which the expenses were incurred or in the case of June expenses five (5) business days prior to the last day of the fiscal year (June 30th).

ARTICLE 11

Seniority

A. Seniority Defined

All employees shall hold dual seniority dates: Classification seniority and Unit seniority.

1. Classification seniority shall be defined as the length of continuous service as a bargaining unit member within a specific job classification/position within a specific department. Currently, seniority shall be applied and earned in one of the following classifications: Special Education Aides, Technical Education Paraprofessionals, Early Childhood Assistant/Associate Classroom Coordinators and Early Childhood Lead Classroom Coordinators. Such seniority shall reflect all full days or pro-rata portion thereof worked in that classification.
2. Unit seniority shall be defined as the length of continuous service as a bargaining unit member from the first day of work. Seniority placement shall be determined by date of hire prior to the 2001-2002 school year plus actual years of service including pro-rata credit beginning with the 2001-2002 school year.

Classification and Unit seniority shall begin for newly hired bargaining unit members from the bargaining unit member's first work day immediately following the completion of the ninety-day probationary period (ninety-first (91st) work day, with the exception of temporary employees.

Full and Part Time Status

Full-time status is based on a 30-hour workweek, for the entire school year of the program in which the employee is assigned.

Part-time employees shall accrue seniority on a prorated basis based on 1110 hours, beginning with the 2001-2002 school year. Time worked as a substitute shall not count toward seniority or completion of the probationary period. In the event that more than one individual bargaining unit member has the same starting date of work and pro-rate credit, position on the seniority list shall be determined by drawing lots (10) business days of the date of hire with a union representative present.

B. Probation

Probationary employees shall have no seniority until the completion of the probationary period, which shall be a period of ninety (90) workdays. Upon the completion of the probationary period, the bargaining unit member shall be entered on the seniority list of the unit and shall rank for seniority from his/her first workday. Any days taken for sick, vacation or personal leave are not counted in the number of probationary days.

C. Seniority List

The Board shall prepare, maintain, and make available the seniority list. The seniority list and subsequent revisions shall be furnished to the Association on a timely basis, but not later than October 1 of each year. Employees shall have thirty (30) days from the posting of the list to verify that their seniority is correct. After the thirty (30) day period, the seniority list shall be approved and not subject to the grievance procedure. From this time forward, only revisions to the current year's list are subject to the grievance procedure for a period of thirty (30) days following the yearly posting.

D. Board Approved Leave

An employee on a Board-approved unpaid leave of absence shall retain all earned seniority, but shall not accrue additional seniority while on such leave.

E. Seniority Lost

An employee's seniority and employment relationship with the School District shall terminate for the following reasons:

1. If the employee quits or retires.
2. If the employee is terminated for just cause.
3. If the employee is absent for four (4) consecutive working days without properly notifying the School District.
4. If the employee fails to report to work within ten (10) working days following notification of recall unless an extension is granted by the employer.
5. If the employee fails to return on the required leave date following a leave of absence or vacation without notice and without explanation.
6. An employee's layoff exceeds two (2) years.

7. If the employee is convicted of a listed offense(s), in the SORA (Sex Offender's Registration Act) including any future amendments of SORA.

An employee transferring to a non-bargaining unit position shall have their seniority frozen for a one-year period. After this one-year period he/she will be removed from the Association seniority list.

F. Inactive Seniority

Seniority in a classification will be frozen (inactive) when an employee is assigned to a different bargaining unit classification. Frozen (inactive) seniority shall be used for the purpose of layoff, and recall. If an employee returns to a classification, seniority shall continue to accrue in that classification. Seniority will be frozen during periods of layoff and shall resume accrual if an employee returns from layoff.

G. Transferring Seniority

Bargaining unit members transferring to another classification shall begin to accrue seniority in the new classification.

ARTICLE 12

Vacancies, Transfers, and Promotions

A. Vacancy Defined

A vacancy shall be defined as a newly created position or a present position that is to be filled as determined by the Board and is an unoccupied position the Board intends to fill for which there is no qualified person who is not assigned. A position vacant as the result of an approved leave of absence is not a vacancy.

B. Vacancy Posting

All vacancies shall be posted in a conspicuous place in each building of the district for a period of six (6) workdays and a copy shall be provided to the Association President. Said posting shall state the type of work, classification, and minimum requirements of the position. During the summer months the Employer will post all vacancies and shall forward at the same time copies of said vacancies to the Association President by U.S. mail. The Board will mail job postings in the summer months to employees who provide written notice of their desire to receive such postings by June 1 of each year and supply in writing their appropriate mailing address or e-mail address to the appropriate department director.

C. Vacancy Notification

Interested bargaining unit members may apply in writing to the Superintendent, or designee, within the six (6) day posting period.

D. Award of Vacancies

Vacancies shall be filled with the most senior, qualified applicant from within the affected classification who possesses the necessary job skills to perform the work and can effectively and efficiently perform all of the minimum job requirements of the position without training as determined by the Board. Should no bargaining unit member from the affected classification apply, the vacancy shall then be filled by the most senior applicant from the other classification on the basis of experience, competency and qualifications, and other relevant factors as determined by the Board. If there are no qualified applicants from within the bargaining unit, the Board has the right to advertise and fill the position from outside the bargaining unit.

E. Transfers

Employees may be involuntarily transferred. Involuntary transfers will not be made on an arbitrary or capricious basis. Involuntary transfers shall be governed by seniority and qualifications and will be made only in case of emergency, as determined by the Board of Education, or to prevent undue disruption of the instructional program. The Superintendent or his/her designee shall notify the affected employee and the Association President of the reasons for such transfers. Transfers between classifications within the bargaining unit will be considered at the discretion of the Administration. If the bargaining unit member is interested in a voluntary transfer, he/she should complete a "Change of Status" form indicating the transfer that is being applied for. To be considered for transfer to a new classification, the bargaining unit member must meet the minimum qualifications for the vacancy being applied for as defined in the job description.

F. Trial Period

Bargaining unit members who request a transfer through a change of status form will be required to complete a minimum of ten (10) working days in the new assignment, if selected for the position. Bargaining unit members transferring from one classification to another shall retain his/her seniority. Seniority in the previous classification shall be frozen and the employee shall be placed at the bottom of the seniority list of the new classification. The bargaining unit member shall not have the right to return to his/her former classification after the trial period unless a vacancy exists. If the bargaining unit member returns to his/her former classification for any reason, he/she shall retain the seniority held in the previous position. A trial period of sixty (60) workdays, exclusive of sick days, holidays and personal leave, will commence starting with the first day the bargaining unit member begins working in the new classification, unless hired during the summer recess, the period will begin the first day of school. The bargaining unit member should bring to the job the skills and experience necessary to perform the minimum job responsibilities of the new position. If at any time during the sixty (60) working days, but after the ten (10) working day minimum trial period, the bargaining unit member is unable to demonstrate ability to perform the work required, or at the option of the affected bargaining unit member, the bargaining unit member shall be returned to his/her previous assignment. During the trial period the bargaining unit member shall be paid at the appropriate rate for the new job classification. The administration's return of a bargaining unit member to his/her former classification will not

be considered grievable under this Master Agreement.

G. Filling Trial Vacancies

Administration may fill the vacancy created by the bargaining unit member during the sixty (60) day workday trial period without posting until it is determined whether the bargaining unit member has successfully completed the trial period. If the bargaining unit member does not successfully complete the trial period, the administration shall post the vacancy created. Should the bargaining unit member fail to successfully complete the trial period or decide not to accept the position, he/she shall return to his/her former position.

H. Temporary Employees/Long Term Substitutes

When a temporary vacancy occurs and it cannot be filled from within the Association, the individual hired to fill the temporary vacancy will be employed at a wage rate as determined by the Board not to exceed Step 2 of the wage rate for the vacancy. Temporary employees are not covered by this agreement. After working a total of ninety (90) consecutive workdays, a temporary employee falls under the terms and conditions of this Agreement and begins to serve a probationary period of ninety (90) additional consecutive workdays. That employee shall pay dues or service fees to the Association upon completion of probation and subject to Article 3, D. A long term substitute who replaces an employee out on an approved leave of absence is not covered by this agreement.

ARTICLE 13

Reduction in Personnel, Layoff, and Recall

A. Definition

Layoff shall be defined as the reduction in the workforce as determined by the ISD. No bargaining unit member shall be laid off pursuant to a necessary reduction in the work force unless said bargaining unit member has been notified in writing of said layoff at least ten (10) workdays prior to the effective date of the layoff. A copy of layoff notices will be provided simultaneously to the Association president.

B. Order of Layoff

Probationary employees shall be laid off first within the affected classification. Seniority employees shall be laid off in seniority order by classification, with the least senior employee being laid off first, within the affected classification, provided that the remaining employees are fully qualified to effectively and efficiently perform all of the minimum job requirements of the remaining position(s) without training, in the opinion of the ISD. In the event an employee's job is either eliminated or reduced in hours by at least ten percent (10%), he/she will be allowed to bump the employee with the least amount of seniority in his/her classification in order to maintain hours to qualify for benefits under this Agreement. If there is no employee with less seniority in his/her classification that the affected employee can exercise his/her bumping rights, then said employee shall be allowed to bump the least senior employee in other classifications provided they presently qualify and are able to do the work of the employee being bumped as stated above. The affected employee has three (3) business days from the date of receipt of the layoff notice to inform Administration in writing of their intent to exercise their rights to displace. In the event a bargaining unit member exercised his/her seniority rights during a layoff to displace another bargaining unit member in accordance with these procedures, he/she shall be given thirty (30) working days to demonstrate his/her ability to perform the tasks of the new position as determined by evaluation. If at the end of the trial period they are determined by Administration as not able to perform the job, they will revert to layoff status.

C. Recall

Laid off seniority employees shall be recalled in order of seniority within classification with the most senior being recalled first to any position in the classification for which they are qualified to effectively and

efficiently perform all of the minimum job requirements without training in the opinion of the Board. Bargaining unit members, who are offered a position within the same classification at the time of notice of layoff, are obligated to accept such work. A bargaining unit member who declines recall to equivalent work for which he/she is qualified shall forfeit his/her seniority and employment rights under this Agreement. It shall be the responsibility of the bargaining unit member to keep the Board notified as to his/her current mailing address.

D. Notice of Recall

Notices of recall shall be sent by certified mail to the last known address as shown on the employer's records. It shall be the employee's responsibility to keep the Employer notified as to his/her current mailing address. The recall notice shall state the time and date on which the employee is to report back to work. Employees recalled to full-time work for which they are qualified are obligated to take said work. A recalled employee shall be given seven (7) working days, from receipt of recall notice, to notify the Employer of his/her intent to return to work and in fact return to work during this period if work is scheduled. An employee who declines recall or fails to report to full-time work shall forfeit his/her seniority rights and all recall rights. Recall rights for seniority employees shall terminate at the end of two (2) years. Thereafter, a bargaining unit member shall lose his/her right to recall.

E. Reduction in Hours

The Board reserves the right to reduce hours and said reduction(s) will not be treated as a layoff or opportunity for displacement except only as follows. In the event of a reduction in the work hours in a classification of at least ten percent (10%), qualified employees in the classification with the greater seniority may use same to displace an employee with the least seniority in their classification or any other classification if qualified and can effectively and efficiently perform all of the minimum job requirements of the position without training in the opinion of Administration to maintain their scheduled hours and benefits. Employee's who displace others shall receive the wage paid for the work being performed.

F. Transfer/Displacement

An employee moving to a position in any classification as a result of an involuntary transfer (see Section "B" Trial Period) will move to the wage step in the new classification which is closest to their current

wage (before being displaced) on the new classification wage scale.

ARTICLE 14

Sick Leave

- A. Bargaining unit members shall be entitled to earn ten (10) sick leave days per school year with an accumulation of up to 1200 hours for use as sick leave. The District shall furnish each bargaining unit member with a written statement at the beginning of each school year setting forth the total sick leave credit and personal leave credit accumulated. Bargaining unit members employed in the District during their first year shall be awarded one (1) sick leave day at the beginning of each month and shall accumulate one (1) day per month to a total of ten (10) days sick leave during their first year of employment. During the second year of employment, bargaining unit members shall be granted five (5) days at the beginning of the school year and one (1) day per month during the second semester to a total of ten (10) days sick leave per year. During the third year of employment bargaining unit members shall be granted eight (8) sick days at the beginning of the school year and two (2) days during the second semester to a total of ten (10) days sick leave per year. After completion of three years of employment, the bargaining unit member shall be granted ten (10) sick days at the beginning of the school year. Sick leave days will be based on the annual average contractual hours per day.
- B. A leave of absence for a period of not more than nine (9) consecutive months will be granted to employees who are unable to work for the School District because of a work-related injury or disease for which the employee is entitled to receive benefits under the Workers' Compensation Laws of the State of Michigan and is receiving workers' compensation payments from the School District. If the employee is eligible for a leave of absence under the Family and Medical Leave Act (FMLA) because of a serious medical condition, then any FMLA leave shall run concurrently with a leave granted under this Section. Subject to the School District's right to require medical proof, extension of the leave may be granted upon written application, within the School District's sole discretion. The School District may require, at any time as a condition of continuance of the workers' compensation leave of absence, proof of continuing inability to perform the work for the employer. All employees returning to work from a work related disability leave of absence must present a physician's certificate satisfactory to the School District indicating that the employee is medically able to return to work and perform all essential functions of their job. While on workers' compensation leave of absence, the School District in its discretion may offer the employee light work, which must be accepted by the

employee as long as the work is within the residual capabilities of the employee. Light work will be at the wages and benefits associated with the job position being offered. The offering of light work shall not constitute a violation of any Section of this Agreement.

Any bargaining unit member who qualified for compensation under the Michigan Worker's Compensation Act may elect in writing to supplement the difference between worker's compensation and their contractual wage with one-third (1/3) of a day of accumulated sick leave for a period of up to seventy-five (75) school days or up until the point of exhaustion of the accumulated sick leave allowance, whichever occurs first. Following the seventy-fifth (75th) day the bargaining unit member shall draw only worker's compensation.

C. Sick leave may be used for the following purposes:

1. For illness of the employee, parent, parents of spouse, sister, brother, spouse, child, step-child, grandparents, grandchild, or member of the immediate household for which the employee is the legal guardian.
2. Up to three (3) sick days per occurrence may be granted with administrative approval as an extension of immediate family bereavement.
3. Up to two (2) sick days may be granted for other than immediate family bereavement.

D. Employees who have spent a minimum of 10 years of service in the Dickinson-Iron Intermediate School District will be entitled to \$15.00 per day for days 1-100 accumulated sick days, \$20.00 per day for days 101-150 accumulated sick days in a lump sum upon retirement provided the following is met; he/she is eligible for ORS/Public School Retirement System retirement and has made application to ORS, completed the required DIISD forms and submitted forms to the Department Director a minimum of ninety (90) days prior to their effective date of retirement.

All payments made under this Plan shall be to a 403B tax deferred annuity account of the retiree. Dickinson-Iron ISD established a Special Pay Plan effective June 1, 2006. This permits the school system to pay unused sick leave, or terminal pay in a 403 (b) tax advantaged manner. Participants that are 55 or older in the calendar year of retirement may elect to withdraw funds from the Special Pay Plan without I.R.S. penalty. Eligible participants under the age of 55 are subject to a ten (10%) percent early withdrawal penalty by the I.R.S. Accordingly, the Dickinson-Iron ISD will make the under 55 employee whole by paying the difference of

2.35% between the 10% early withdrawal penalty and the employee's 7.65% savings on social security taxes if the participant decides to withdraw funds. The DIISD will make only one early penalty adjustment per year, upon written notification from the participant of intent to withdraw.

Payments for retirement by the Dickinson-Iron ISD into the plan shall be paid no later than July 15, on an annual basis following the date of retirement pursuant to the master agreement. Terminal leave payment dates for staff will be determined on a case by case basis.

Request for leaves under section(s) 2 & 3 require the employee to document the need for this leave and denial of leave under section(s) 2 & 3 are not subject to the grievance procedure. Final approval is required from the appropriate administrator. All leaves under this section require the employee to fill out the absence report document within 24 hours of return from such leave, and/or comply with the FMLA documentation requirements for use of sick leave beyond five (5) consecutive days.

ARTICLE 15

Paid Leaves

A. Personal Days

During the first three (3) years of employment, each bargaining unit member shall be credited with one (1) personal day at the beginning of each semester to be used for the bargaining unit member's personal business with administrative approval and if substitutes are available. At the beginning of the third year of employment, each bargaining unit member shall be credited with two (2) personal days at the beginning of the school year. Unused personal days shall be allowed to accumulate to a maximum of four (4) days in any year. Once the four (4) personal day accumulation is reached, two (2) personal days shall convert to sick days and two (2) days remain personal days. A bargaining unit member planning to use a personal business day, or days, shall notify his/her supervisor at least 48 hours in advance, except in cases of emergency. Personal days may not be granted for days established in advance such as professional development days or to extend vacation periods without the approval of the immediate supervisor. Personal days will be based on the annual average contractual hours per day.

B. Non-Chargeable Leave

Leave of absence with pay not chargeable against the employee's allowance shall be granted for the following reasons:

1. Absence when an employee is called for jury duty service not to exceed 4 weeks. The employee shall receive the difference between his/her regular salary received for this service.
2. Court appearance as a witness in any case connected with the employee's employment or whenever an employee is subpoenaed to attend any work related proceeding. The employee shall receive the difference between his/her regular salary and the salary received for this purpose.
3. The Board will not be required to release an employee with pay under this provision if the employee is a party to the action or is testifying against the district.

C. Bereavement

A maximum of three (3) days of special leave per occurrence shall be granted for a death in the immediate family. The immediate family consists of parent, parents of spouse, brother, sister, spouse, child, grandparents, grandchild, or a member of the immediate household for which the employee is the legal guardian.

ARTICLE 16

Unpaid Leaves

A. An employee, who is unable to perform his/her duties by reason of personal illness or disability, including any actual disability due to pregnancy or complications from pregnancy, may request a disability leave. Such request shall be made thirty (30) days in advance of the leave when the need for the leave is known in advance or as soon as reasonably possible when the need for leave is not known in advance. Upon submission of satisfactory documentation confirming the need for the leave, a leave of up to six (6) months shall be granted. The Board, at its discretion and expense, may require the employee to be examined by a doctor of the Board's choice to confirm the need for the leave.

B. If the Board has reason to believe that an employee is unable to perform the essential functions of his/her duties due to personal illness or disability, the Board may require the employee, at its expense, to be examined by a doctor to determine the employee's ability to perform the essential functions of the assigned position. If the examination confirms an inability to perform, the employee may be placed on unpaid disability leave by the Board or utilize any available sick leave allowed to the employee. If the employee is unable to return to work at the conclusion of the leave, the employment with the District may be terminated or the employee shall be given an opportunity to resign or retire, if eligible for retirement benefits.

C. If an employee is unable to return to work at the conclusion of the initial leave period, a renewal may be requested. A renewal must be requested at least thirty (30) days in advance of the end of the initial leave period, unless unexpected medical complications, documented in writing on a form satisfactory to the Board, prevents the employee from requesting renewal in a timely manner.

D. The employee may elect to use his/her accumulated sick days for any portion of time absent pursuant to Board Policy and this Master Agreement. Otherwise, the leave is without pay and benefits.

E. During any disability leave pursuant to the Article, insurance benefits shall be continued only if required by law, or the employee is utilizing any available sick leave.

F. Upon return to work from any leave pursuant to this Article, the employee shall be returned to his/her former position if the position still exists. If no position exists, the employee shall be eligible to bump into another position, if qualified, to effectively and efficiently perform all the minimum job requirements without

training in the opinion of the Board, and shall be awarded the first vacancy for which the employee is presently qualified.

G. Leaves of absence pursuant to this Article shall run concurrently with and shall be considered as Family & Medical Leave Act leave time, if the employee is eligible for FMLA leave.

H. Neither seniority nor wage schedule credit, sick or personal leave credit shall accrue during any unpaid leave pursuant to this Article except when and to the extent that the employee elects to receive previously earned paid sick leave.

I. If an employee fails to return from a FMLA leave for any reason other than a recurrence of the circumstances giving rise to the leave, or other reason beyond the employee's control, the Board may deduct from any monies then owed to the employee, the cost of any health insurance premiums paid by the Board on behalf of the employee during the FMLA leave. The deduction is subject to the restrictions imposed by state and federal Wage and Hour laws.

J. Unpaid leaves of absence without pay may be granted where feasible upon proper application for the following purposes:

1. Study to meet eligibility requirements for a license or certification pertaining to their position and employment with the District, and
2. For the care and custody of the employee's child or children, natural or adopted, and/or spouse as required by the FMLA.

ARTICLE 17

Job Descriptions

Job Descriptions will be developed for each classification. The specific job descriptions shall be distributed to the employee within ten (10) working days of the start of the employee's school year on an annual basis and will include at a minimum:

- A. Job title and description
- B. Minimum requirements as determined by the Board
- C. A statement of required tasks and responsibilities

ARTICLE 18

Evaluation

- A. Evaluations shall normally be conducted by personal observation by the bargaining unit member's appropriate supervisor.
- B. A copy of all formal written evaluations shall be given to the bargaining unit member within ten (10) workdays of the completion of the evaluation. If the bargaining unit member disagrees with the evaluation he/she may submit a written response, which shall be attached to the file copy of the evaluation in question.
- C. In no case shall the bargaining unit member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation. A bargaining unit member may submit additional comments to the written evaluation. All written evaluations are to be placed in the bargaining unit member's personnel file.

ARTICLE 19

Insurance Protection

The Board shall make available to the ESP II bargaining unit member the following insurance protection plans offered by the Michigan Education Special Services Association for the full 12 months. Any insurance benefits provided for herein shall be subject to the terms and conditions specified in the School District's MESSA Group Insurance Policies. The Board, by payment of any contributions toward the premium required to provide coverage as agreed upon, shall be relieved from all liability with respect to any insurance benefits provided in this agreement. Any change in carriers shall be derived at through mutual agreement between the Board and the Association.

2010-2011 Coverage includes one of the following options, as selected by the employee:

Plan A: Full Super Care I including basic hospital and major medical protection with a 100/200 dollar deductible reimbursed to the employee when documentation of payment from the insurance company is provided by the employee, \$5.00 prescription co-pay. In addition, once the documented deductible has been met an insurance co-pay off set of an additional 100/200 dollars will be applied or MESSA Choices II (200/400 dollar) in network deductible reimbursed to the employee when documentation of payment from the insurance company is provided by the employee, \$10/20 Prescription Co-pay. MESSA/Delta Dental Plan 100/90/90/90: \$3,000; \$2,000, Vision VSP-3 Gold, and \$20,000 Accidental Death and Dismemberment Life Insurance and Long Term Disability. The Board of Education's contribution toward the applicable premium for the health/medical plan selected by any eligible full-time employee (single, two person or full family) combined with the Board provided premium contribution for a corresponding Dental/Vision/Life Insurance Plan, will be up to a base of \$1,136.17 per month for full time employees beginning on July 1, 2010 to June 30, 2011. The amounts contributed by the Board toward the applicable premium shall not exceed the actual monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly Board premium contribution, whichever is less.

Beginning on July 1, 2010 to June 30, 2011, the Board will also contribute toward the cost of the premium (as described in the foregoing sentence) for full time employees who select Plan A during the 2010-2011 school

year an insurance adjustment index of up to \$215.28 per month from July 1, 2010 through June 30, 2011. The amounts contributed by the Board toward the applicable premium shall not exceed the actual monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly Board premium contribution, whichever is less.

Plan B: Full time Association members not using the full Super Care I or MESSA Choices II will have MESSA/Delta Dental Plan 100/90/90/90: \$3,000; \$2,000, Vision VSP-3 Gold, \$40,000 Accidental Death and Dismemberment life insurance, LTD, and \$5.00 Co-pay prescription card for a total value not to exceed \$8,183.00 inclusive of the cost of Plan B with any balance paid in cash on a pro-rated payroll basis.

The balance of any increase in health care insurance and additional benefits package for Plan A or B participants will be paid in full by the employee utilizing a prepayment or payroll deduction method.

For new employees hired after 6/30/04:

Plan A: The Board of Education's contribution toward the applicable premium for the health/medical plan selected by any eligible full-time employee (single, two person or full family) combined with the Board provided premium contribution for a corresponding Dental/Vision/Life Insurance Plan, will be up to \$9,200.95 pro-rated on a monthly basis. The amounts contributed by the Board toward the applicable premium shall not exceed the actual monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly Board premium contribution, whichever is less.

Plan B: Full time Association members not using the full Super Care I or MESSA Choices II Plan A option will have MESSA/Delta Dental Plan 100/90/90/90: \$3,000; \$2,000, Vision VSP-3 Gold, \$40,000 Accidental Death and Dismemberment life insurance, LTD, and \$5.00 Co-pay prescription card for a total value not to exceed \$6,665.00 inclusive of the cost of Plan B with any balance paid in cash on a pro-rated payroll basis.

The balance of any increase in health care insurance and additional benefits package for Plan A or B participants will be paid in full by the employee utilizing a prepayment or payroll deduction method.

For new employees hired after 6/30/08:

Plan A: The Board of Education's contribution toward the applicable premium for the health/medical plan selected by any eligible full-time employee (single, two person or full family) combined

with the Board provided premium contribution for a corresponding Dental/Vision/Life Insurance Plan, will be up to \$8,690.00 pro-rated on a monthly basis. The amounts contributed by the Board toward the applicable premium shall not exceed the actual monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly Board premium contribution, whichever is less.

Plan B: Full time Association members not using the full Super Care I or MESSA Choices II Plan A option will have MESSA/Delta Dental Plan 100/90/90/90: \$3,000; \$2,000, Vision VSP-3 Gold, \$40,000 Accidental Death and Dismemberment life insurance, LTD, and \$5.00 Co-pay prescription card for a total value not to exceed \$6,300.00 inclusive of the cost of Plan B with any balance paid in cash on a pro-rated payroll basis.

The balance of any increase in health care insurance and additional benefits package for Plan A or B participants will be paid in full by the employee utilizing a prepayment or payroll deduction method.

2011-2012 Coverage includes one of the following options, as selected by the employee:

Plan A: Full Super Care I including basic hospital and major medical protection with a 100/200 dollar deductible reimbursed to the employee when documentation of payment from the insurance company is provided by the employee, \$5.00 prescription co-pay. In addition, once the documented deductible has been met an insurance co-pay off set of an additional 100/200 dollars will be applied. The provision of an additional 100/200 dollar insurance co-pay offset for employees electing Super Care I expressly expires at the end of the 2011-2012 contract year or MESSA Choices II (200/400 dollar) in network deductible reimbursed to the employee when documentation of payment from the insurance company is provided by the employee, \$10/20 Prescription Co-pay. MESSA/Delta Dental Plan 100/90/90/90: \$3,000; \$2,000, Vision VSP-3 Gold, and \$20,000 Accidental Death and Dismemberment life insurance and Long Term Disability. The Board of Education's contribution toward the applicable premium for the health/medical plan selected by any eligible full-time employee (single, two person or full family) combined with the Board provided premium contribution for a corresponding Dental/Vision/Life Insurance Plan, will be up to a base of \$1,136.17 per month for full time employees beginning on July 1, 2011 to June 30, 2012. The amounts contributed by the Board toward the applicable premium shall not exceed the actual monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly Board premium contribution, whichever is less.

Beginning on July 1, 2011 to June 30, 2012, the Board will also contribute toward the cost of the premium (as described in the foregoing sentence) for full time employees who select Plan A during the 2011-2012 school year an insurance adjustment index of up to \$225.28 per month from July 1, 2011 through June 30, 2012. The amounts contributed by the Board toward the applicable premium shall not exceed the actual monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly Board premium contribution, whichever is less.

Plan B: Full time Association members not using the full Super Care I or MESSA Choices II will have Delta Dental Auto + 008, 1500 Ortho Rider, Vision VSP-3, \$40,000 Accidental Death and Dismemberment life insurance, LTD, and \$5.00 Co-pay prescription card for a total value not to exceed \$8,183.00 inclusive of the cost of Plan B with any balance paid in cash on a pro-rated payroll basis. The balance of any increase in health care insurance and additional benefits package for Plan A or B participants will be paid in full by the employee utilizing a prepayment or payroll deduction method.

For new employees hired after 6/30/04:

Plan A: The Board of Education's contribution toward the applicable premium for the health/medical plan selected by any eligible full-time employee (single, two person or full family) combined with the Board provided premium contribution for a corresponding Dental/Vision/Life Insurance Plan, will be up to \$9,200.95 pro-rated on a monthly basis. The amounts contributed by the Board toward the applicable premium shall not exceed the actual monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly Board premium contribution, whichever is less.

Plan B: Full Time Association members not using the full Super Care I or MESSA Choices II Plan A option will have Delta Dental Auto + 008, 1500 Ortho Rider, Vision VSP-3, \$40,000 Accidental Death and Dismemberment life insurance, LTD, and \$5.00 Co-pay prescription card for a total value not to exceed \$6,665.00 inclusive of the cost of Plan B with the balance paid in cash on a pro-rated payroll basis. The balance of any increase in health care insurance and additional benefits package for Plan A or B participants will be paid in full by the employee utilizing a prepayment or payroll deduction method.

For new employees hired after 6/30/08:

Plan A: The Board of Education's contribution toward the applicable premium for the health/medical

plan selected by any eligible full-time employee (single, two person or full family) combined with the Board provided premium contribution for a corresponding Dental/Vision/Life Insurance Plan, will be up to \$8,690.00 pro-rated on a monthly basis. The amounts contributed by the Board toward the applicable premium shall not exceed the actual monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly Board premium contribution, whichever is less.

Plan B: Full time Association members not using the full Super Care I or MESSA Choices II Plan A option will have Delta Dental Auto + 800, 1500 Ortho Rider, Vision VSP-3, \$40,000 Accidental Death and Dismemberment life insurance, LTD, and \$5.00 Co-pay prescription card for a total value not to exceed \$6,300.00 inclusive of the cost of Plan B with the balance paid in cash on a pro-rated payroll basis.

The balance of any increase in health care insurance and additional benefits package for Plan A or B participants will be paid in full by the employee utilizing a prepayment or payroll deduction method.

Insurance and option pro-ration:

Part-time ESP II bargaining unit member's of district may participate in Super Care I or MESSA Choices II health insurance on a pro-rated basis if they are employed for 51% or more of a full-time position as defined within their job classification/job description. Example: A 51% time employee would receive a board contribution at a rate of 51% of the Board's portion of contribution toward the applicable premium for the health/medical plan selected by any eligible full-time employee (single, two person or full family) combined with the Board provided premium contribution for a corresponding Dental/Vision/Life Insurance Plan. The Board contribution shall not exceed the actual pro-rated monthly premium amounts charged for the ESP II's applicable plan or the maximum monthly pro-rated Board premium contribution, whichever is less.

1. Participation in the Plan B insurance option package by a part-time ESP II bargaining unit member shall be pro-rated on the same percentage basis.
2. Part-time employment of an ESP II bargaining unit member employed as of 6/30/04 for 90% or more of a full-time position (minimum 1110 hours) within their classification/job description shall be considered as full-time employment for health insurance or insurance option purposes.
3. For dental and vision insurance purposes, 51% or more of a full-time position within their job

classification/job description constitutes availability in this program.

The balance of any increase in health care insurance and additional benefits package for part-time Plan A or B participants will be paid in full by the employee utilizing a prepayment or payroll deduction method.

ESP II members completing partial year employment and terminated by Board decision shall have the Board paid portion of the insurance premium paid in proportion to the number of days worked.

ARTICLE 20

Professional Development/Conferences/Workshops

- A.**
1. Professional development is recognized as important to enhancing the work skills and/or job performance of the bargaining unit member. Applicable professional development opportunities will be made available to each member through prior Administrative approval with every effort made to equally share in such opportunity.
 2. Professional development opportunities will be offered with prior administrative approval based on funding, program mandates, and/or identified objectives within their individual performance evaluations. Notification of all applicable professional development conferences will be given in advance.
- B.**
1. An Association member, upon prior written approval by the appropriate administrator will receive reimbursement for tuition, books, and material for courses, credits, or CEU's that will enhance the Association member's work skills and/or job performance.
 2. The Association member must provide original evidence of successful completion of all paragraph B approved work and/or credits earned, if any with a passing grade of at least C.
- C.** Professional or departmental development opportunities that become available or initiated through grants, community projects, etc. shall be allowed among the individual ESP II Departments or Classifications. The department involved, the Board and/or Departmental Administration shall determine the guideline of said opportunities if allowable.

ARTICLE 21

Miscellaneous Provisions

A. The Association shall be granted paid leave for up to a total of 24 hours per fiscal year for the purpose of releasing a maximum of three (3) representatives at any one time to participate in area, state or regional meetings of the Association. This must include all Association business including representation of any members. Time must be drawn in half-day or full-day blocks. The Association agrees to pay the full cost of any required substitute employee.

B. The Board will grant up to 16 additional hours of Association leave per fiscal year if the Association agrees to pay the full cost of the representative and any required substitute employee inclusive of all prorated benefits during the work period that the representative is participating in Association business. This must include all Association business including representation of any members.

C. The Association President must notify the Administration at least three (3) workdays in advance.

D. The Employer will provide notice to the Association, prior to adoption or implementation of any policy dealing with communicable diseases. In the event that a child with a serious ongoing or chronic communicable disease is allowed, by policy or law, to attend school, all employees having contact with the student shall be given advance notice, if allowed by law, of the child's placement and/or return to school.

E. While the Board has no intention of intruding into the private lives of its employees, it expects all employees to report to work in a condition to safely perform their duties. The presence of unauthorized drugs or alcohol in an employee's system while on the job is inconsistent with student's needs and a safe work environment. If the Board or its authorized representative has reason to suspect an employee is at work with the presence of alcohol or unauthorized drugs in his/her bodily system, the Board may require alcohol or drug testing of said employee. The Board or its authorized representative will inform the employee in the presence of an Association representative of its reasonable suspicion. An employee, who requests diagnosis and/or treatment prior to a work related problem, will not jeopardize his/her job rights. Available sick leave from the employee's sick leave accumulation will be allowed to be utilized if the employee is in an approved program. An employee will be allowed to utilize this provision no more than once.

F. Extra assignments and/or hours of work shall be offered to the most senior employee meeting the

requirements and job skills needed to complete the extra assignment in a timely manner within the affected classification first. If no employee within the affected classification accepts the extra assignment it shall be offered to other classifications if the employee in the other classification meets the requirements and job skills needed to complete the extra assignment in a timely manner.

There shall be a rotation list utilized for this procedure in filling extra assignments, with the most qualified seniored employee offered the extra work first. If an employee turns down any extra assignment, they shall be placed on the bottom of the rotation schedule. This rotation shall be a continuous cycle except in the case of job continuity. Job continuity shall be defined as a position in the bargaining unit that requires abilities and skills which would require an employee to finish an assignment because they are most familiar and qualified to finish the job in a timely manner.

ARTICLE 22

Negotiations Procedures and Extent of Agreement

A. This Agreement shall be effective as of July 1st, 2010 and will remain in effect through June 30th of the 2012 school year. The parties agree that each of them had a full and unlimited opportunity to present proposals relating to the terms and conditions of employment and other concerns related to the employment at the Dickinson-Iron ISD. Therefore, during the life of this Agreement, neither party shall be compelled to negotiate any subject or matter that was or could have been raised during the negotiations that led to this agreement. Nothing in this Agreement prohibits either party from mutually agreeing to discuss any issues of vital concern that affect wages, hours and working conditions at the request of either party.

B. If any specific provision of this Agreement shall be found contrary to law, then such specific provisions or application shall be deemed null and void to the extent required by law, but all other provisions or applications shall continue to remain in full force and effect. Should any provision of the Agreement be found contrary to law, the parties shall meet within a reasonable time to renegotiate a substitute provision if needed, by mutual agreement.

C. An individual contract between the Employer and an individual employee shall be subject to the terms of this Agreement.

D. Copies of this Agreement shall be duplicated at the expense of the Board and shall be given to all current bargaining unit members and all new hires.

E. A reasonable time prior to the expiration of this Agreement, upon a request of either party, negotiations will be undertaken for a successor Agreement.

**APPENDIX A
ESP II GRIEVANCE REPORT FORM**

Grievance # _____ Date of alleged violation of contract _____

Grievant: _____

Association: _____

Supervisor: _____

Department/Building: _____

Informal Level 1:

The affected employee(s) or the Association shall request and conduct a meeting with the immediate supervisor, does not refer to Lead Teacher or Center Director, and department director in an effort to resolve the complaint within ten (10) business days following the alleged violation of a provision(s) of this agreement. The Association shall be notified by the grievant and a representative thereof be present if available with the employee(s) at such meeting. If the grievant or Association's satisfaction is not met with the result(s) of the meeting, he/she/they may formalize the complaint in the form of a written grievance within five (5) business days of the meeting.

Names of persons at Informal Level 1: _____

Date of Informal Level 1 meeting: _____

Grievant's Statement of Alleged Violation of Contract Articles/Provisions (include relevant contract provisions):

Disposition, Informal Level 1 meeting: _____

Formal Level 2:

Date filed: _____ Received by: _____ Date: _____

The written grievance shall be forwarded to the Superintendent within five (5) business days of the meeting conducted in Level 1. The grievance shall contain a description of the alleged contract violation including the contract article(s) the section(s) and the provision(s) allegedly violated. Within fifteen (15) business days after the written grievance has been so submitted, the Superintendent, or his/her designee, shall meet with the Association on the grievance. The Superintendent, or his/her designee, shall, within five (5) business days after the conclusion of the formal Level 2 meeting, render a written decision thereon with copies to the affected grievant and the Association.

Formal Level 2: Statement of Grievant: (include contract article(s), section(s) and provision(s) relevant to

grievance):

Relief Sought:

Signature of Grievant/Association: _____ Date: _____

Date of Formal Level 2 meeting held with Superintendent: _____

Signatures of persons present:

- _____ Date: _____
- _____ Date: _____
- _____ Date: _____
- _____ Date: _____
- _____ Date: _____

Disposition by Superintendent:

Signature of Superintendent: _____ Date: _____

Receipt Signature of Grievant: _____ Date: _____

Position of Grievant on disposition of Formal Level 2 _____

Formal Level 3:

If the grievant or Association is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition has been made within five (5) business days of the formal Level 2 meeting, the grievance shall be transmitted to the Board by filing a written copy thereof with the secretary or other designee of the Board. The Board, or a committee thereof, no later than its next regular meeting, or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance with an Association representative. Disposition of the grievance, in writing, by the Board, or Board committee, shall be made no later than seven (7) business days after the hearing to the grievant(s) and the Association.

Date filed: _____ Received by: _____ Date: _____

Date of hearing with Board or Committee of the Board: _____

Signature of those present:

• _____	Date: _____
• _____	Date: _____
• _____	Date: _____
• _____	Date: _____
• _____	Date: _____
• _____	Date: _____

Disposition by Board or Committee of the Board:

Board Representative's Signature: _____ Date: _____

Receipt Signature of Grievant/Association: _____ Date: _____

Position of Grievant on disposition of Formal Level 3 _____

Formal Level 4:

If the Association is not satisfied with the disposition of the grievance by the Board at Level 3, or if no disposition has been made within the period provided above, appeal may be taken to an impartial arbitrator, provided the grievance involves a violation of a provision(s) of this Agreement. Such appeal, to be effective, must be taken within fifteen (15) business days of receipt of the answer from Level 3 of the grievance. The parties agree to utilize the services of the American Arbitration Association.

Date filed for Arbitration: _____

Date of Arbitration: _____

Disposition of Arbitrator:

Signature: _____ Date: _____

**APPENDIX B
ESP II CHANGE OF STATUS FORM**

Employee Name: _____

Department: _____

Date: _____

Job Title: _____

Change	Current Classification	Requested Transfer Information
Voluntary Transfer: <input type="checkbox"/>	Title/Dept: _____	Title/Dept: _____
Location: <input type="checkbox"/>	Location: _____	Location: _____
Classroom/Program: <input type="checkbox"/>	Classroom/Program: _____	Classroom/Program: _____
Other Changes: <input type="checkbox"/>	_____	

Please provide the rationale for your request:

Employee Signature

Date

Approved

Denied

Comments:


Signature

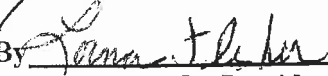
Date


DURATION OF AGREEMENT

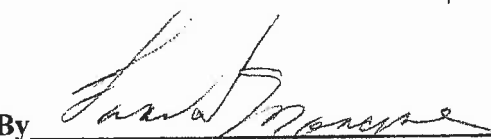
This Agreement shall be effective as of the 1st of July, 2010, and shall continue in effect until the 30th day of June, 2012. In witness whereof, the parties hereto have caused this Agreement to be signed by their representatives on this 8th day of September 2010.

ASSOCIATION

By 
Co-President

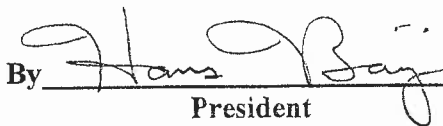
By 
Co-President

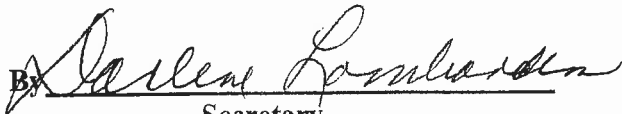
By 
Secretary

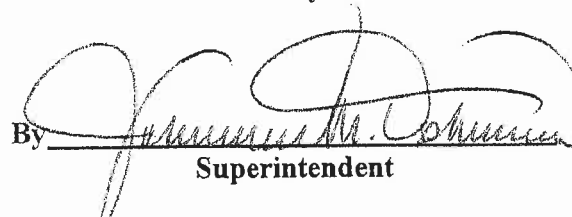
By 
MEA Representative

Date September 8, 2010

BOARD

By 
President

By 
Secretary

By 
Superintendent

Date September 8, 2010

**2010-2011 BOARD APPROVED
ESP II**

SALARY

2010/11 INCREASE BASE SALARY BY 0%
 2011/12 INCREASE BASE SALARY BY 1.5%
 ECE Center Directors: \$1,100.00 for 1 classroom \$1,400 if more than 1 classroom

INSURANCE

PLAN A: THE MONTHLY BOARD PAID PREMIUM PORTION OF HEALTH INSURANCE WILL NOT EXCEED \$1,136.17 PLUS AN INSURANCE ADJUSTMENT INDEX OF \$215.28 (2010/11) AND WILL NOT EXCEED \$1,136.17 PLUS AN INSURANCE ADJUSTMENT INDEX OF \$225.28 (2011/12)

PLAN B: DENTAL/VISION/PRESCRIPTION INSURANCE WOULD BE BOARD PAID WITH REMAINDER PAID IN CASH. NOT TO EXCEED \$681.92 PER MONTH. THIS WILL BE SPREAD EVENLY OVER PAYROLL.

80% of FTE 1110 hours qualifies for full insurance Plan A or B.
 Complete insurance details including reimbursement of deductible and prorated language is found in Article 19 of the master agreement.

EXP/LONGEVITY	2010/11
10-14 YEARS	\$0.33
15-19 YEARS	\$0.66
20-24 YEARS	\$0.99
25-29 YEARS	\$1.32
30 YEARS & UP	\$1.65

THIS GRID IS FOR HIRING PURPOSES ONLY		10/11			11/12		
JOB DESCRIPTION	STEP	0	1	2	0	1	2
ASSISTANT COORDINATORS 0-12 CREDITS		8.38	8.43	8.48	8.51	8.56	8.61
ASSOCIATE COORDINATOR 13+ CREDITS		9.06	9.29	9.52	9.20	9.43	9.66
CLASSROOM COORDINATORS/HOME VISITOR		11.26	11.46	11.66	11.43	11.63	11.83
CLASSROOM COORD BS IN ECE/HUMAN SERV		17.39			17.65		
MSR TEACHER		17.39			17.65		
SE/TE AIDE		10.10	10.55	11.00	10.25	10.71	11.17

FOR NEW EMPLOYEES HIRED AFTER 6/30/04
2010/2012

PLAN A: THE MONTHLY BOARD PAID PREMIUM PORTION OF HEALTH INSURANCE WILL NOT EXCEED \$766.75.

PLAN B: Dental/Vision/Prescription insurance paid by Board and balance in cash; up to a total of \$555.42 per month.

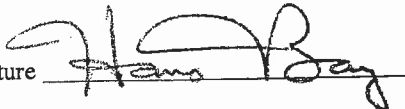
FOR NEW EMPLOYEES HIRED AFTER 6/30/08
2010/2012

PLAN A: THE MONTHLY BOARD PAID PREMIUM PORTION OF HEALTH INSURANCE WILL NOT EXCEED \$724.17.

PLAN B: Dental/Vision/Prescription insurance paid by Board and balance in cash; up to a total of \$525 per month.

90% of FTE 1,110 hours qualifies for full insurance PLAN A or B. For all employees hired after 6/30/04. Complete insurance details including reimbursement of deductible and prorated language is found in Article 19 of the master agreement.

Board President Signature



Date

9-8-10

ESP2 GROUP SENIORITY LISTING AS OF JUNE 30, 2010
 1110 HOURS EQUALS 1.00 SENIORITY

	DEPT	DOH	6/30/2010	SEN/09	SEN/10	ACTIVE	TE AIDE	SE AIDE	A/A CC	LEAD
TARSI	ECE	10/8/1990	0.960	18.96069	19.921	A/A CC	0.000	0.000	14.921	0.000
HICKS	MI	9/16/1991	1.000	18.000	19.000	A/A CC	0.000	0.000	19.000	0.000
FLESHER	ECE	10/20/1992	1.000	17.000	18.000	A/A CC	0.000	0.000	16.000	0.000
THONE	ECE	2/15/2001	1.000	9.000	10.000	A/A CC	0.000	0.000	10.000	0.000
KLARICH	ECE	9/7/1994	1.000	14.000	15.000	LEAD	0.000	0.000	14.670	0.000
PIASINI	ECE	10/1/1984	1.000	25.000	26.000	LEAD	0.000	0.000	3.000	23.000
DEITER	EHS	10/2/1987	1.000	22.000	23.000	LEAD	0.000	2.000	0.000	21.000
FORMOLO	ECE	10/2/1987	1.000	22.000	23.000	LEAD	0.000	0.000	4.000	19.000
BEAUCHAMP	ECE	9/13/1990	1.000	19.000	20.000	LEAD	0.000	0.000	9.000	11.000
KAWETSCHANKY	MI	9/11/1992	1.000	17.000	18.000	LEAD	0.000	0.000	0.000	18.000
KING	ECE	9/8/1997	1.000	12.000	13.000	LEAD	0.000	0.000	3.000	10.000
DOWDLE	EHS	8/23/1999	1.000	10.000	11.000	LEAD	0.000	3.650	2.000	5.350
LOFHOLM	ECE	01/13/2010	0.549	0.000	0.549	LEAD	0.000	0.000	0.000	0.549
BURKE	EHS	03/10/2010	0.406	0.000	0.406	LEAD	0.000	0.000	0.000	0.406
BAKER	EHS	03/10/2010	0.395	0.000	0.395	LEAD	0.000	0.000	0.000	0.395
PALOMAKI	EHS	03/10/2010	0.395	0.000	0.395	LEAD	0.000	0.000	0.000	0.395
PAYETTE	EHS	02/10/2010	0.395	0.000	0.395	LEAD	0.000	0.000	0.000	0.395
MARINOFF	SE	02/27/1985	1.000	24.000	25.000	SE AIDE	0.000	7.000	0.000	0.000
BABLER	SE	08/31/1992	1.000	18.000	19.000	SE AIDE	0.000	19.000	0.000	0.000
THOMAS	SE	1/4/1993	1.000	17.000	18.000	SE AIDE	0.000	16.000	2.000	0.000
ANDERSON	SE	1/4/1993	0.801	17.000	17.801	SE AIDE	0.000	17.801	0.000	0.000
STEELE	SE	3/28/1994	1.000	16.000	17.000	SE AIDE	0.000	17.000	0.000	0.000
MATTSON, R	SE	8/30/1993	1.000	16.000	17.000	SE AIDE	0.000	17.000	0.000	0.000
STENFORS	SE	3/28/1994	1.000	15.490	16.490	SE AIDE	0.000	16.490	0.000	0.000
NEUJENS	SE	8/26/1996	1.000	13.000	14.000	SE AIDE	0.000	14.000	0.000	0.000
DONEY	SE	8/25/1997	1.000	12.000	13.000	SE AIDE	0.000	13.000	0.000	0.000
BERGER	SE	8/26/1997	1.000	11.542	12.542	SE AIDE	0.000	12.542	0.000	0.000
BARRY	SE	1/20/1998	0.352	12.000	12.352	SE AIDE	0.000	11.352	1.000	0.000
DONALDSON	SE	8/24/1998	1.000	10.945	11.945	SE AIDE	0.000	11.945	0.000	0.000
SCHUELKE	SE	4/13/2000	1.000	10.000	11.000	SE AIDE	0.000	11.000	0.000	0.000
SORENSEN	SE	11/2/2000	1.000	9.000	10.000	SE AIDE	0.000	10.000	0.000	0.000
MAYNARD	SE	8/24/2001	1.000	7.715	8.715	SE AIDE	0.000	8.715	0.000	0.000

BOSLEY	SE	12/12/2002	1.000	4.478	5.478	SE AIDE	0.000	5.478	0.000	0.000
SCHWAMLIEN	SE	9/12/2002	1.000	5.492	6.492	SE AIDE	0.000	4.868	1.624	0.000
BRYNGELSON	SE	12/12/2007	1.000	1.635	2.635	SE AIDE	0.000	2.635	0.000	0.000
MUSCH	SE	10/12/2007	1.000	1.583	2.583	SE AIDE	0.000	2.583	0.000	0.000
MATTIA	SE	3/10/2010	0.378	6.000	0.378	SE AIDE	0.000	0.378	0.000	0.000
TAPIO	TE	8/24/2001	1.000	8.000	9.000	TE AIDE	9.000	0.000	0.000	0.000
MCBROOM	TE	8/23/2002	1.000	6.746	7.746	TE AIDE	7.746	0.000	0.000	0.000
KLINGLEHUTZ	TE	8/25/2003	1.000	6.000	7.000	TE AIDE	7.000	0.000	0.000	0.000
MAKI	TE	1/17/2006	0.449	2.097	2.546	TE AIDE	2.546	0.000	0.000	0.000
GERBER	TE	8/26/2009	1.000	4.478	1.000	TE AIDE	1.000	0.000	0.000	0.000

Retired/Resigned
Nancy Mattson
Carl McBroom
Cathy Norman
Pam Barry
Mary Schuiteman